

What is claimed is:

1. A system for secure electronic storage of documents, said system being accessible over an Internet to authorized users, comprising:

5 a data storage medium, said data storage medium storing said documents;

a document management system, said document management system providing said user with searchable access to said documents stored on said data storage medium; and a

10 a security system, said security system comprising a password system and encryption system,

15 said password system requiring said user to enter a password prior to permitting said user to access said documents, and

20 said encryption system encrypting communications with said user when permitting said user to access said documents.

2. A system as in claim 1, wherein said data storage medium comprises a database.

3. A system as in claim 2, wherein said database comprises a RAID array.

4. A system as in claim 1, wherein said documents are of a plurality of confidentiality levels and said security system denies said user access to a portion of
5 said documents, said portion of said documents being of a confidentiality level said user is unauthorized to see.

5. A system as in claim 4, wherein said documents relate to a litigation.

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6. A system as in claim 5, wherein said confidentiality levels are set forth in a court order governing discovery in said litigation.

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7. A system as in claim 1, wherein a plurality of computers co-located with said document management service are connected to said document management service, and wherein at least one of said plurality of computers comprises a management computer, said management computer
20 being capable of managing user access to said document management service.

8. A system as in claim 7, wherein at least another of said plurality of computers comprises a document

worker workstation, said document worker workstation permitting the creation of indexes of said documents.

9. A process of providing access to 5 electronically stored documents on a documents storage facility via an Internet, comprising the steps of:

providing a website accessible through said Internet;

verifying that a user accessing said website 10 is entitled to access said stored documents;

providing a search screen to said user, said search screen enabling said user to search for terms contained in said stored documents;

searching for said terms in said documents;

15 displaying results of said search, said displayed results comprising a list, said list identifying documents found to contain said terms during said search and providing hyperlinks thereto;

providing said user with an image of a 20 selected document upon said user selecting one of said documents on said list;

permitting said user to switch views between said image and notes, said notes being related to said selected document;

permitting said user to add information to
said notes;

permitting said user to print said selected
document.

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10. A process of providing access to a stored
document as in claim 9, further comprising the step of
permitting said user to rotate said image.

10 11. A process of providing access to a stored
document as in claim 9, further comprising the step of
permitting said user to magnify said image.

15 12. A process of providing access to stored
documents as claimed in claim 9, wherein said search
comprises searching OCR files corresponding to said images.

20 13. A process of providing access to stored
documents as in claim 9, further comprising the step of
prohibiting access to a portion of said documents to which
said user is not authorized to access.

14. A process of entering documents related to
litigation into a computerized document storage facility,

11 said facility being accessible by users from remote locations through an Internet, comprising the steps of:

12 scanning paper documents into a data storage medium so as to create images of said documents in said
13 data storage medium;

14 determining if any of said documents fall within a privileged category;

15 entering information related to said documents in an index;

16 performing an optical character recognition process on said images so as to create electronically searchable files containing text shown in said documents;

17 associating each of said images with its respective index entry and electronically searchable file;

18 and

19 placing said images, said index entries and said electronically searchable files on a storage medium that is accessible to said users over said Internet.

20 15. A process as in claim 14, wherein said entering step comprises entering objective information.

21 16. A process as in claim 14, wherein said entering step comprises entering subjective information.

17. A process of producing documents in litigation from an electronic document storage facility accessible from remote locations via an Internet comprising

5 the steps of:

determining which of said documents are to be produced;

storing information identifying said documents to be produced in a file;

10 transferring said file to a document control system;

selecting overlays to be overlayed on said documents to be produced;

15 combining images of said documents to be produced and responsive overlays to create overlaid images; and

placing said overlaid images on a memory device.

20 18. A process as in claim 17, wherein said information relating to said documents to be produced comprises file names of images of said documents to be produced.

19. A process as in claim 17, wherein said memory device comprises a CD-ROM.

20. A process as in claim 17, wherein said memory device comprises paper.

21. A process as in claim 17, wherein said overlays comprise a confidentiality level designation.

10 22. A process as in claim 17, wherein said overlays comprise a unique identification code separately identifying each page of said documents to be produced.

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